

**EFFECTIVE**

April 1, 2021.

**Subject(s)**

1. FOM 911, Placement Resources.
2. FOM 912, Residential Services: Caseworker Responsibilities
3. FOM 912-1, Residential Services: Residential Provider Requirements
4. FOM 912-2, Placement Resources: Residential Care Contract Agreements.
5. FOM 912-3, Placement Resources: Residential Care Contract Requirements.
6. FOM 912-4, Placement Resources: Residential Care Contract Requirements.
7. FOM 912-5, Placement Resources: Residential Care Contract Requirements.

**1)FOM 911,  
PLACEMENT  
RESOURCES**

***Obsolescence***

This item is now obsolete. Information previously found in this item can be found in [FOM 912-1, Residential Services: Residential Provider Requirements](#).

*Reason:* Reorganization of policy manuals.

**2)FOM 912,  
RESIDENTIAL  
SERVICES:  
CASEWORKER  
RESPONSIBILITIES**

FOM 912, Placement Resources: Residential Care Contract Requirements was changed to FOM 912, Residential Services: Caseworker Responsibilities.

***Entry into a Residential Setting***

Residential treatment may be considered after the criteria outlined in policy has been met.

***Referral and Admission Procedures***

Referrals for a youth will be made through the Regional Placement Unit (RPU).

Information previously found in Referral Procedures has been made obsolete in FOM 912-2, Placement Resources: Residential Care Contract Agreements.

***Service Planning and Delivery***

The primary caseworker/agency provider must complete the following criteria outlined in policy.

***Assessments and Reporting***

Within 30 days of the start of each placement in a residential setting a qualified individual outside of MDHHS or the agency must complete the following requirements, outlined in policy.

Information previously found in Reporting and Review Process has been made obsolete in FOM 912-4, Placement Resources: Residential Care Contract Agreements.

***Transition and Discharge Planning***

Placement decisions should be made in collaboration with the case planning team. If the decision to terminate a youth's placement the primary caseworker/agency provider responsible for placement must complete the criteria outlined in policy.

*Reason:* Reorganization of policy manuals and Family First Prevention Services Act requirements.

***Concerns/Grievance Process***

The primary caseworker/agency provider must complete the process outlined in policy if there is a concern about the safety, care or treatment of a child receiving residential services.

*Reason:* Recommendation from the CCI Reform Steering Committee.

### ***Child Death***

The death of a child must be reported as outlined in [SRM 172, Child/Ward Death Alert Procedures and Timeframes](#).

## **3)FOM 912-1, RESIDENTIAL SERVICES: RESIDENTIAL PROVIDER REQUIREMENTS**

FOM 912-1, Placement Resources: Residential Care Contract Requirements was changed to FOM 912-1, Residential Services: Residential Provider Requirements.

### ***Services to be Provided***

Services must be trauma informed and evidence-based, evidence-informed or identify as a promising practice to effect optimal outcomes.

### ***Qualified Residential Treatment Program Requirements***

Includes requirements of a QRTP as indicated in the Family First Prevention and Services Act.

### ***Involvement of the Youth's Family***

In the youth's best interest, participation of family members in the youth's treatment program is recommended. There must be outreach to the family members of the youth.

Family team meetings (FTM) are an essential component of MiTEAM and serve as the primary forum for collaborative case planning for the youth and family.

Information previously found in Involvement of the Child's Family was added to this policy and made obsolete in FOM 912-4, Placement Resources: Residential Care Contract Agreements.

### ***Trauma Informed Services***

The residential service provider will screen the youth and their family for trauma and refer or provide clinical trauma assessments, as necessary.

The residential service provider will fill out the Chief Administrative Tool to explain how they are practicing and achieving a trauma informed environment.

***Nursing Requirements***

The residential service provider must have licensed or registered nursing staff and other clinical staff available 24/7.

***Referral and Intake Process***

The residential service provider must comply with the following outlined in this policy once a referral is accepted from MDHHS, RPU or a Placement Agency Foster Care (PAFC) provider.

A residential service provider must accept youth whose needs can be met in the program upon consensus.

The residential service provider must demonstrate a comprehensive approach to addressing the needs and any barriers presented to the youth and family before replacement can be considered.

***Assessment Procedures***

The residential service provider must develop an assessment-based treatment plan.

***Aftercare***

Aftercare services must be provided for each youth who received residential services contracted by MDHHS. Services must continue for a duration of six months post discharge and must be provided to youth who are discharged into a community setting.

*Reason:* Reorganization of policy manuals and Family First Prevention Services Act requirements.

***Concerns/Grievance Process***

The residential service provider must complete the process outlined in policy if there is a concern about the actions or inactions of the child's caseworker.

*Reason:* Recommendation from the CCI Reform Steering Committee.

**4)FOM 912-2,  
PLACEMENT  
RESOURCES:  
RESIDENTIAL CARE  
CONTRACT  
REQUIREMENTS**

***Obsolescence***

This item is now obsolete. Information previously found in this item can be found in [FOM 912, MDHHS Responsibilities to Residentials](#) or in [FOM 912-1, Residential Care Obligations](#).

*Reason:* Reorganization of policy manuals.

**5)FOM 912-3,  
PLACEMENT  
RESOURCES:  
RESIDENTIAL CARE  
CONTRACT  
REQUIREMENTS**

***Obsolescence***

This item is now obsolete. Information previously found in this item can be found in [FOM 912, MDHHS Responsibilities to Residentials](#) or in [FOM 912-1, Residential Care Obligations](#).

*Reason:* Reorganization of policy manuals.

**6)FOM 912-4,  
PLACEMENT  
RESOURCES:  
RESIDENTIAL CARE  
CONTRACT  
REQUIREMENTS**

***Obsolescence***

This item is now obsolete. Information previously found in this item can be found in [FOM 912, MDHHS Responsibilities to Residentials](#) or in [FOM 912-1, Residential Care Obligations](#).

*Reason:* Reorganization of policy manuals.

7)FOM 912-5,  
PLACEMENT  
RESOURCES:  
RESIDENTIAL CARE  
CONTRACT  
REQUIREMENTS

***Obsolescence***

This item is now obsolete. Information previously found in this item can be found in [FOM 912, MDHHS Responsibilities to Residentials](#) or in [FOM 912-1, Residential Care Obligations](#).

*Reason:* Reorganization of policy manuals.

MANUAL  
MAINTENANCE  
INSTRUCTIONS

**Changed Items ...**

[FOM 912](#)

[FOM 912-1](#)

**Deleted Items ...**

[FOM 911](#)

[FOM 912-2](#)

[FOM 912-3](#)

[FOM 912-4](#)

[FOM 912-5](#)



**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[FOM 912](#)  
[FOM 912-1](#)

**Deleted Items ...**

FOM 911  
FOM 912-2  
FOM 912-3  
FOM 912-4  
FOM 912-5